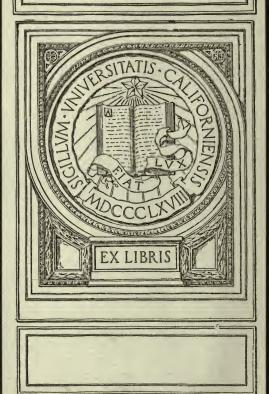
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PERSONNEL SPECIFICATIONS.

MOTOR TRANSPORT CORPS

COMPLETE

WAR DEPARTMENT
THE ADJUTANT GENERAL'S OFFICE
CLASSIFICATION DIVISION
WASHINGTON

CHIEF Plant AND



Nº 343

PERSONNEL SPECIFICATIONS

MOTOR TRANSPORT CORPS

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Occupational names and symbols used herein refer to the system employed by the Adjutant General of the Army, Classification Division, in "Occupational Index" C C P 4, and "Trade Specifications" C C P 504.



C C P Form, 458 December, 1918

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FOREWORD

Personnel Specifications for enlisted men of the Motor Transport Corps are herewith issued.

It will be noticed that Personnel Specifications include the Army title, the authorization of the various grades according to the Tables of Organization, the corresponding civilian occupation, the degree of skill at the occupation and the occupational symbol (used in the classification of all enlisted men) which are commonly found in the Tables of Occupational Needs for various branches and corps of the service heretofore published. In addition, Personnel Specifications include a suggested substitute for the civilian occupations and a description of the duties of each grade.

Several limitations to the complete, intelligent use of any sort of tables of occupational organization of Army units have created the necessity for tables where the duties of various grades are specified. The Tables of Occupational Needs prescribe the trade specialists required to organize and maintain the organization of well-balanced units. The personnel office in preparing a requisition for men for the organization which is forming can from the Tables of Occupational Needs alone get the material for the telegram requisitioning these men. But in making an assignment of the men provided to fill the requisition more than the bare terms of the civilian occupation required must be taken into account if the assignment is to remain permanent.

For two sergeants, both to be drawn from the same occupation, one to function as a radio sergeant, heavy artillery, and the other as a sergeant, first class, Air Service, the personnel officer would make no choice between two wireless operators, but would indiscriminately send one to the regiment of heavy artillery and the other to the motor mechanics regiment. But when he reads in Personnel Specifications for the particular arm he is considering the following concerning the radio sergeant:

Cares for and operates wireless apparatus and makes repairs under adverse conditions. Required to send and receive fifteen words per minute.

while the other, the sergeant first class, Air Service, is merely defined as

he will send the man whose card shows more athletic activity and greater mental alertness to the artillery, while the man with more academic ability in radio telegraphy and construction will be sent to the electrical repair company of the motor mechanics regiment, and both will have much better prospects of remaining in this assignment than had a random selection been made merely from the civilian occupation. Frequently the personnel officer will find that the definition of duties describes the limits of duties. From this may be inferred the range of qualifications which the man must possess in order to be of the utmost use to his company. In every case he will find the qualifications stated in terms of what the man actually does, for it has been determined that with such a statement the tables can be used to greatest advantage both by personnel officers and by commanding officers.

The limitations upon successfully assigning men in a personnel office have created another necessity for Tables of Specification. Not only is some guide required by the personnel officer in making initial assignments, but it is also necessary to point the way for the organization commander. It can not be taken for granted that a man assigned by the personnel officer will in every instance function as it is intended he should. In some instances it has been found not only that he does not so function, but that he is never given a chance to do so. This is not because of any opposition to giving him a chance to demonstrate how far his occupational qualifications fit him for performing Army duties, but because the relation between the civilian occupation and the Army duties is not in every case apparent. In the case of cooks the relation is so obvious that no one could mistake it, but there are other occupations the relations of which to Army duties are not so patent as those of cooks. Right here the tables find their practical usefulness. They enable the company commander to compare what the man does in his company with the occupation which most nearly fits him to perform these duties. Then it is a logical step to take the Qualification Cards and the assignment as made by the personnel officer and to place the man in the position where his occupational qualifications relate to the Army function.

Each set of Tables of Occupational Needs and Personnel Specifications contains the following statement, which prescribes their use:

The purpose of these tables is to assist in fitting into the Army civilian occupational experience where it will be utilized to the best advantage. Because of the scarcity of men possessing trade ability, the occupations specified in these tables have been divided into two groups:

(a) Those that are essential to successful operation are known

as the MAIN GROUP and are to be provided.

(b) Those that are desirable but not entirely essential to sucessful operation are listed under LESS ESSENTIAL GROUP, and

are to be fitted in as indicated, provided they are available and are not needed for assignment elsewhere in some MAIN GROUP.

In the organization of units requisitions for occupationalists will therefore be honored only in order to complete such MAIN

GROUPS.

In the following tables the LESS ESSENTIAL GROUP is in no case included in the totals of the unit. Although desirable that any or all of the specialists called for in this group should be allotted to each unit as a whole, it is not necessary to assign the men called for in the group to any particular section of the unit; moreover, since they can not be requisitioned, their presence in an organization depends upon whether they are to be found at the station of formation of the unit. For these reasons, the LESS ESSENTIAL GROUP is in every instance appended to the Tables of Personnel Specifications.

Therefore, when any or all of the occupational specialists of a LESS ESSENTIAL GROUP are assigned to any organization, the total number of men whose occupations are "not specified" remaining in the organization will be decreased by the number of specialists of the LESS ESSENTIAL GROUP added to the organization, and the number of occupational specialists already assigned will be

increased by the same number.

The utilization of all the resources of supply has provided the possibility of assigning to each organization the trade ability actually required in order to enable the organization properly to operate. Moreover, occupationalist specialists are quite as essential to successful operation as is equipment used by the organization in the field. Telegraphers and buzzer operators are as necessary to the complete functioning of a Field Signal Battalion as are rifles and bayonets to a rifle company of the infantry regiment. In the first days of the present Army the necessity for occupational specialists was usually vague, and incoherently expressed where it was known; but now the greater expansion of the Army and the increased specialization of units have made it necessary to secure to the organization performing duties of an intricate or technical nature men who by period of civilian training at the various arts and trades have become especially fitted to perform these functions.

The actual assignment of these specialists is qualified by conditions which, owing to the haste in war training, it is not possible to overcome. There are certain occupations necessary to successful operation in the field, which it is not possible to supply in the number stated as essential in the various Tables of Personnel Specifications. These occupational specialists are produced only after many years of civilian training and the industries which produce them are not extensively developed. The number of civilians entering the Army who possess trade ability of a rare kind is therefore not enough to fill the demand. To meet this condition but one solution is possible: To give men of civilian occupations allied to these rare ones a brief but comprehensive period of training in the Army specialty they will be called upon to perform. This

has in many instances been done, and when the authorization of various Tables of Personnel Specifications in all staff corps and branches and arms of the service is determined, it will be possible by adjusting the supply to the demand to foresee exactly what numbers of these men must be trained to fill the demand.

Now that these Tables are in usable form, there no longer remains any reason for the misplacement of skilled occupational specialists. Without good reason misplacements should in no case be permitted. An electrical instrument maker or repairman must be used in a Field Signal Battalion on the work for which he is trained, not as assistant cook. Specialists are uncommon and valuable. It requires more time to produce a good draftsman than it does to make a bayonet, yet the soldier is prohibited from chopping wood or opening cans with the bayonet, while draftsmen in many instances have been used, not for the task for which their training has prepared them, but for duties for which they have had no training, or which do not challenge their ability. This is wastage of the worst sort, for while the piece of material destroyed can be replaced in a short time by another which will function quite as well, the trade specialist lost to the service can not. And at the present time, when every person possessing trade ability has a peculiar place in the Army, specialists assigned by personnel officers to organizations must be thoroughly tried out in the place which they are assigned to fill.

The intelligent use of these tables is, therefore, as important as the occupational classification of the men in making full use of the manpower of the nation.

3

HEADQUARTERS

Supply Train (Motor)—Infantry Division. Supply Train (Motor)—Cavalry Division. Water Tank Train (Motor)

(Tables of Organization No. 26, 240, and 519)

A supply train (motor) is attached to a cavalry division to replace wagon and pack transportation when the division is operating in areas where wagon and pack trains are not necessary.

Army title set in bold face type followed on the same line by the corresponding civilain occupation, the number of men, the degree of skill and the occupational symbol.

On next line appears the suggested substitute occupation.

Then follows the description of army duties.

Sergeants, First Class:			
1 Mechanical Inspector Inspector, motor vehicles Substitute: Auto repairman, general; auto mechanic, road tester.	1	Jour.	24i
Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.			
1 As Supply SergeantStockkeeper Substitute: Merchant.	1	Jour.	18s
Keeps detachment property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repairs to property.			
1 As Sergeant MajorClerical worker, general Substitute: Stenographer.	1	Jour.	38g
Chief clerk of train office; supervises the preparation and filing of train reports, returns, and correspondence; maintains records of repairs.			
Sergeants:			
1 As Personnel Sergeant	1	Jour.	38p
Under direction of personnel adjutant prepares payrolls, pay cards, rosters and returns of personnel. Knowledge of typewriting desirable.			
*2 SergeantsInstrument repairer, typewriter	1	Jour. Appr.	
Repair and adjust typewriters with limited supply of tools and equipment. Assigned for duty as directed by division quartermaster.	1	Appr.	820
Corporal-chauffeurs	2	Jour.	23t
Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.			
			-

^{*}Omitted from Water Tank Train (Motor) (Table of Organization No. 240). Number of occupational specialists and total enlisted reduced accordingly.

Headquarters—Division Supply and Water Tank Trains—Continued.

1 Cook	1	Jour.	40c
1 Private, 1st Class—Assistant ChauffeurChauffeur, automobile. Drives and makes emergency repairs to automobile.	1	Appr.	22a
3 Privates:			
2 Assistant Chauffeurs	2	Appr.	22a
1 (Assistant cook for officers' mess)	1		Uncl.

Personnel Specifications Table 26b CONFIDENTIAL For Official Use Only

TRUCK COMPANY

Supply Train (Motor)—Infantry Division. Supply Train (Motor)—Cavalry Division. Water Tank Train (Motor)

(Tables of Organization No. 26)

The truck companies of divisional supply trains (infantry and cavalry) are identical. A train ordinarily consists of 5 truck companies for a cavalry and 6 for an infantry division. If, however, 3-ton trucks are provided in place of 2-ton trucks the number of truck companies in the supply train will be reduced to three; if 5-ton trucks are provided the number of companies will be reduced to two. If trucks smaller than 2-ton are provided the number will be increased so as to provide the same cargo capacity, and the number of chauffeurs, assistant chauffeurs, and rifles will be changed accordingly.

A water tank train (motor) is the same as a divisional supply train, with variation as indicated in Table 26a (by the omission of two typewriter repairmen), and as hereinafter indicated (by two less assistant chauffeurs), except that in addition to 5 ¾-ton truck companies there is a sixth company of 3-ton laboratory trucks for bacteriological work. This fifth company is organized the same as the other companies, except for the addition of 14 sergeant-mechanics and pumpmen for the

laboratory trucks.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 First Sergeant. Chauffeur, truckmaster; leadership material Substitute: Chauffeur, motorcycle.

1 Jour. 23tm

Organizes and supervises motorcycle trains; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergency in absence of company officers.

20 Sergeants: (See Note 1).

Prepares company records, reports, and correspondence.

Truck Company—Division Supply and Water Tank Trains—Continued.

20 Sergeants—Continued.			
3 Assistant Truckmasters (Chiefs of Section) Chauf-	3	Appr.	23tm
feur, truckmaster.	1	1 1	
Substitute: Chauffeur, heavy truck. Each is responsible for one section of trucks and its			
personnel in camp and on convoy.			
1 Mess [and Supply] Sergeant	1	Jour.	40ca
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess. Keeps company property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repairs to property.			
1 Mechanic	1	Jour.	24g
Responsible for repair and adjustment of motor equipment of company. In charge of light repair truck, including tools, spare parts, and supplies. Directs work of assistant mechanics.	1.		
14 Mechanics and Pumpmen	7	Jour.	95pu
Operate and repair pump equipment.	7	Appr.	
32 Corporal-Chauffeurs	32	Jour.	23t
Drive and make emergency repairs to heavy trucks. In transporting material, see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.			
2 Cooks	2	Jour.	40c
12 Privates, 1st Class: (See Note 2.)			
2 Assistant MechanicsAuto repairman, general Under direction of sergeant mechanic, repair and adjust motor equipment. Drive light repair truck.	2	Appr.	24g
1 Messenger	1		Uncl.
Drives and makes emergency repairs to motorcycle; used for messenger and courier service.			
9 Assistant ChauffeursChauffeur, heavy truck Substitute: Chauffeur, automobile.	9	Appr.	23t
Drive and make emergency repairs to heavy trucks.			
24 Privates—Assistant Chauffeurs (See Note 3). Chauffeur,	24	Appr.	23t
heavy truck. Substitute: Chauffeur, automobile.			
Drive and make emergency repairs to heavy trucks.			
Note 1.—6 Sergeants only in a divisional supply train (motor) (table	s of org	aniza-

Note 1.—6 Sergeants only in a divisional supply train (motor) (tables of organization 26 and 519) and in 4 companies of the water tank train (motor) (tables of organization 240), the 14 mechanics and pumpmen in the 5th truck company of the water tank train (motor) (table of organization 240) being omitted.

Note 2.—11 Privates, First Class, only in water tank train (motor) (table of organization 240), there being 8 assistant chauffeurs instead of nine. 23 Privates—assistant chauffeurs, only in water tank train (motor) (table of organization 240).

Note 3.—Numbers of occupational specialists and totals, enlisted reduced accordingly.

MOTOR TRAINS

(Tables of Organization No. 26-240-519)

MAIN GROUP.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

(519) Water Tank Train (240)	Infantry Head- Com- Com- Com- Train quarters Pany Pany Pary Train. (6 Cos.).	лоитвеу- пал. Арртеп- тал. Арртеп- фісе. Јоштвеу- тал. Арртеп- се. Јоштвеу- тал. Арртеп- се. Јоштвеу- тал. Арртеп- се.	6 12 194 198 194 198 194 198 194 198 194 198 194 186 1 1	230 238 7 3 37 37 44 44 236 232	468 10 74 88 468 7 1 1 1 7	475 11 75 89 475
Divisional trains V (26) and Caval	Cavalry Train Total (5 Cos.).	Journey- man. Appren- tice.	5 10 165 10 165 10 10 10 10 10 10 10 10 10 10 10 10 10	185 195	380	385
Divisional trains Infantry (26) and Cavalry (519)	Truck Com- pany	Journey- man. Appren- tice.	2 3 3 3 3 5 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	37 39	76	22
Infan	Head- quarters Train.	Journey- man. Appren- tice.		8 4	12	13
	Occupational Specialists.		Auto repairman, general (24 g) Cateer (40 ca) Chauffeur, automobile (22 a) Chauffeur, heavy truck (23 t) Chauffeur, motorcycle (22 m) Chauffeur, motorcycle (22 m) Chauffeur, motorcycle (22 m) Clerical worker, general (38 g) Clerk, payroll (38 p) Cook (40 c) Inspector, motor vehicles (24 i) Inspector, motor vehicles (24 i) Purpument repairer, typewriter (72 t) Purpuman (95 pu) Stockkeeper (38 s) Typist (39 t)	Totals: Main group	Occupational specialists. Others, leadership material Not specified.	Total enlisted

HEADQUARTERS MOTOR COMMAND

(Tables of Organization No. 357)

Headquarters Motor Command is for use in directing operation of motor vehicles not assigned to divisions, corps, arms and other combatant organizations. They will be assigned at the rate of approximately one headquarters motor command to each four motor transport companies or motorcycle companies.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

Sergeants, First Class:			
1 Mechanical Inspector Inspector, motor vehicles Substitute: Auto repairman, general, or road tester. Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.	1	Jour.	24i
1 Sergeant Major	1	Jour.	38g
1 Supply SergeantStockkeeper Substitute: Merchant.	1	Jour.	18s
Keeps detachment property and supplies; provides for replenishing these stores; issues same, and keeps account thereof; supervises repairs to property.			
2 Sergeants (Clerks):			
1 Stenographer Assists sergeant major in preparation of reports and correspondence of command.	1	Jour.	39s
1 Personnel Sergeant	1	Jour.	38p
Under direction of personnel adjutant prepares payrolls, pay cards, rosters and returns of personnel. Knowledge of typewriting desirable.			
Corporals		Jour. Appr.	
Substitute: Chauffeur, automobile. Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery.			
2 Privates, First Class—Motorcycle DriversChauffeur, motorcycle.	1	Jour. Appr.	
Drive and make emergency repairs to motorcycles.			

MOTOR TRANSPORT COMPANY

(Tables of Organization No. 358)

Note.—For use in Service of Supply stations and units not assigned to combatant organizations.

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation. Then follows the description of army duties.

1	First Sergeant . Chauffeur, truckmaster; leadership material Substitute: Chauffeur, heavy truck	1	Jour.	23tm
	Organizes and supervises heavy truck; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergency in absence of company officers.			
7	Sergeants:			
	1 Clerk	1	Appr.	39t
	Prepares company records, reports, and correspondence.			
	3 Assistant Truckmasters (Chiefs of Section) Chauffeur, truckmaster. Substitute: Chauffeur, heavy truck.	3	Appr.	23tm
	Each is responsible for one section of trucks and its personnel in camp and on convoy.			
	1 Mess Sergeant	1	Jour.	40ca
	Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess.			
	1 Property SergeantStorekeeper Substitute: Merchant.	1	Jour.	18s
	Keeps company property and supplies; provides for replenishing these stores; issues same and keeps account thereof; supervises repairs to property.			
	1 Mechanic	1	Jour.	24g
	Responsible for repair and adjustment of motor equipment of company. In charge of light repair truck, including tools, spare parts, and supplies. Directs			

work of assistant mechanics.

Motor Transport Company—Continued.

34 Corporals:			
2 Assistant Mechanics Auto repairman, general Under direction of sergeant mechanic, repair and adjust motor equipment. Drive light repair truck.	2	Appr. 24	łg
32 Drivers	32	Jour.	32t
Drive and make emergency repairs to heavy trucks. In transporting material see that cargo is properly loaded and lashed; responsible for its safe delivery. Instruct assistants in duties of chauffeurs.			
2 Cooks	2	Jour. 4	0c
10 Privates, 1st Class:			
9 Assistant Drivers	9	Appr. 2	3t
Drive and make emergency repairs to heavy trucks.			
1 Messenger Drives and makes emergency repairs to motorcycle; used for messenger and courier service.	1	τ	Incl.
24 Privates	24	Appr. 2	3t
Drive and make emergency repairs to heavy trucks.			

3 Appr. 23tm

1 Appr. 39t

MOTORCYCLE COMPANY

(Tables of Organization No. 359)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

1 First Sergeant—Cycle Master. Chauffeur, truckmaster; motorcycle experience; leadership material. Substitute: Chauffeur, motorcycle.	1	Jour.	23tm
Organizes and supervises motorcycle trains; takes charge of convoys in absence of officers. Agent of company commander in maintaining discipline; manages company under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative in emergencies in absence of company officers.			
5 Sergeants:			
1 Mess and Supply Sergeant	1	Jour.	40ca
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area; keeps accounts of organization mess; keeps unit property and supplies; provides for replenishing these stores; issues same and keeps accounts thereof; supervises repairs to property.	,		
1 Sergeant Mechanic Motorcycle repairman Substitute: Auto repairman, general; auto mechanic, engine.	1	Jour.	24mo

Responsible for repair and adjustment of motor equipment of company. In charge of tools, spare parts and mechanical supplies. Directs work of assistant

mechanics.

3 Section Commanders...... Chauffeur, truckmaster; motorcycle experience; leadership material.

Substitute: Chauffeur, motorcycle.

Each is responsible for one section of motorcycles and its personnel, both in camp and on convoy.

Prepares company records, reports, and correspondence.

Cooks plain foods, and small doughs; cuts quarters of beef.

Appr. 22m

30 Privates, 1st Class:

Motorcycle Company—Continued.

1 Assistant MechanicMotorcycle repairman Substitute: Auto repairman, general; auto mechanic, engine.	1	Appr.	24mc
Under direction of sergeant mechanic, repairs and adjusts motor equipment.			

Drive and make repairs to motorcycles.

MOTOR COMMAND

(Tables of Organization No. 357, 358, and 359.)

One headquarters, motor command will be assigned at the rate of approximately one headquarters to each 4 motor transport companies or motorcycle companies. This does not preclude the possibility of a motor transport company or motorcycle company, acting independently.

Main Group.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

Occupational Specialists.	Head- quarters Motor Com- mand		Motor Trans- port Com- pany.		Motor-cycle Com-pany.	
	Journey- man.	Appren- tice.	Journey- man.	Appren- tice.	Journey- man.	Appren- tice.
Auto repairman, general (24 g). Caterer (40 ca). Chauffeur, heavy truck (23 t). Chauffeur, motorcycle (22 m). Chauffeur, truckmaster (23 tm). Clerical worker, general (38 g). Clerk, payroll (38 p). Cook (40 c). Inspector, motorcycle (24 i). Motorcycle repairman (24 mo). Stenographer (39 s). Stockkeeper (18 s). Typist (39 t).	3 1 1 1 1		1 1 32 1 2 1 1	2 33 3	1 2 17 1 1 1 1	10 3
Total: Main Group	9	2	39	38	23	15
Occupational specialists. Others, leadership material.	1		7	7	3	8
Not specified.				1		
Total enlisted	1	1	7	8	3	8

HEADQUARTERS

REPAIR UNIT

(Tables of Organization No. 355)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation. Then follows the description of army duties.

	-	
1 Sergeant, First Class—As Sergeant Major Clerical worker, general. Substitute: Stenographer.	1	Jour. 38g
Chief clerk of unit headquarters; under direction of adjutant, supervises the preparation and filing of reports, returns, correspondence, orders, and bulletins.		
1 Corporal—As Personnel Clerk	1	Jour. 38p
Under direction of adjutant prepares pay cards, payrolls, rosters and returns of personnel. Knowledge of typewriting desirable.		
3 Privates, First ClassClerical worker, general Stenographer Typist		Appr. 38g Appr. 39s Jour. 39t
Assist sergeant major and personnel clerk in preparation of payrolls, reports, returns, and correspondence at unit headquarters.		
1 Private	1	Uncl.
Acts as orderly and messenger at unit headquarters.		

HEADQUARTERS

REPAIR GROUP

(Tables of Organization No. 355)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational On the next line appears the suggested substitute occupation. Then follows the description of army duties.

1 Sergeant, First Class	1 Jour. 38g
Chief clerk of repair group office; under direction of group commander supervises preparation and filing of reports, returns, records, correspondence and orders. When group operates independently of unit prepares pay cards, payrolls, rosters and returns of personnel. Knowledge of typewriting desirable.	
3 Privates, First ClassTypist Stenographer Clerical worker, general Assist sergeant, first class, in preparation of papers and records.	1 Jour. 39t 1 Appr. 39s 1 Appr. 38g
1 Privato	1 Unc

Acts as orderly and messenger at group headquarters.

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REPAIR SECTION

(OF REPAIR UNIT) (Tables of Organization No. 356)

Army title set in bold face type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.			
1 Sergeant, Sr. Grade—General Foreman Auto repairman, general; foreman.	1	Jour.	24g
Foreman of repair shop; responsible for the efficiency and discipline of the mechanics in the shop.			
5 Sergeants, First Class:			
1 Inspector	1	Jour.	24i
Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.			
1 Assembler	1	Jour.	24a
Assembles and takes down machinery and motor equipment. Directs work of assistant.			
1 Motorcycle MechanicMotorcycle repairman Substitute: Auto repairman, general.	1	Jour.	24m
Repairs and adjusts motorcycles. Directs work of assistant.			
1 Motor Mechanic	1	Jour.	24g
Responsible to general foreman for the repair of motor equipment and efficiency of the repair shop. Directs work of assistants.			
1 Sergeant, Transmission and AxleAuto mechanic, chassis.	1	Jour.	24ch
Substitute: Auto mechanic, assembler; auto repairman, general.			
Takes down, overhauls, and assembles transmissions and axles. Directs work of assistants.			
1 First SergeantInspector, motor vehicles (with experience as foreman).	1	Jour.	24i
Substitute: Auto repairman, general; auto mechanic, road tester.			
Assists in inspection of motor equipment, specifies repairs			

to be made. Assists in inspection and testing of equipment on completion of repairs. Agent of section commander in maintaining discipline; manages section under direction of company commander, arranging details in execution of orders, and assigning men to various employments; required to act on own initiative

in emergency in absence of section officers.

Sergeants:			
1 Clerk	1	Jour.	38g
Substitute: Typist.			
Prepares section reports, returns and correspondence; maintains records of repairs.			
1 Supply SergeantStockkeeper Substitute: Merchant, hardware.	1	Jour.	18s
Keeps section mechanical supplies,i ncluding parts necessary to repair of motor equipment; provides for replenishing these stores; issues same and keeps account thereof.			
1 Property Sergeant Stockkeeper Substitute: Merchant.	1	Jour.	18s
Keeps section's property; provides for replenishing these stores; issues same and keeps account thereof; super- vises repairs to property.			
1 Mess Sergeant	1	Jour.	40ca
Purchases food supplies; plans menus with reference to variety and food values; responsible for cleanliness, conservation, and preparation of food; responsible for sanitation of kitchen and area. Keeps accounts of organization mess.			
2 Assemblers	2	Jour.	24a
Assemble and take down machinery and motor equipment. Assist chief assembler.			
2 BlacksmithsBlacksmith, general	2	Jour.	7g
Do general blacksmith and forge work under direction of general foreman. Direct work of assistants.			
1 Sergeant, CarburetorAuto mechanic, carburetor Repairs and adjusts carburetors.	1	Jour.	24c
1 Carpenter and WheelwrightBlacksmith, wheelwright Substitute: Carpenter, general.	1	Jour.	7w
Repairs bodies and running gear of motor vehicles. Directs work of assistant.			
1 ElectricianAutomobile electrician, general Substitute: Electrician, general.	1	Jour.	24eg
Installs, repairs, and adjusts electrical equipment of motor vehicles and electrical apparatus in repair shop. Directs work of assistants.			
1 Machinist	1	Jour.	6g
Has charge of all shop machines, machine tools, and machine work. Directs work of assistant machinists.			

•			
2 Motor MechanicsAuto repairman, general Substitute: Auto mechanic, engine, assembler, or engine block tester.	2	Jour.	24g
Repair and adjust motor equipment under direction of sergeant, first class. One has charge of light repair truck and its equipment, including stock of tools, spare parts, and supplies.			
1 Painter	1	Jour.	13c
1 Radiator repairmanAuto mechanic, radiator Substitute: Sheet metal worker, tinsmith, coppersmith or solderer.	1	Jour.	24r
Repairs motor radiators. Directs work of assistant.			
1 Sheet Metal Worker Sheet metal worker, general Substitute: Sheet metal worker, tinsmith, coppersmith or solderer.	1	Jour.	19g
Repairs sheet metal parts of motor equipment.			
1 Tire RepairmanRubber worker, tire repairer Substitute: Rubber worker, tire repairer, vulcanizer.	1	Jour.	94t
Repairs tires and tubes of motor vehicles, including general vulcanizing. Directs work of assistant.			
2 Sergeants, Transmission and AxleAuto mechanic, chassis. Substitute: Auto repairman, general; auto mechanic, assembler.	2	Appr.	24ch
Take down, overhaul, and assemble transmissions and axles under direction of sergeant, first class.			
2 Welders	2	Jour.	96a
Weld iron, steel, and aluminum parts of motor equipment by oxy-acetylene or oxy-hydrogen process.			
Corporals:			
1 ClerkTypist Substitute: Stenographer.	1	Jour.	39t
Assists sergeant clerk in preparation of reports, returns, and correspondence, and in maintaining records of repairs.			
1 ElectricianAutomobile electrician, general Substitute: Electrician, general.	1	Jour.	24eg
Assists in the installation, repair, and adjustment of electrical equipment of motor vehicles and electrical apparatus in repair shop.			
1 Motorcycle RepairmanMotorcycle repairman Substitute: Chauffeur, motorcycle.	1	Appr.	24mo
Repairs and adjusts motorcycles under direction of motorcycle mechanic.			
1 Upholsterer	1	Appr.	103

	*			
2 (Cooks	2	Jour.	40c
26]	Privates, 1st Class:			
	1 Clerk	1	Appr.	38g
	Assists sergeant clerk in maintaining records of repairs.			
	1 Stockkeeper Substitute: Merchant. Stockkeeper	1	Appr.	18s
	Assists supply sergeant in maintaining storeroom of mechanical parts and equipment.			
	7 AssemblersAuto mechanic, assembler Substitute: Auto mechanic, engine, or engine block tester.	7	Appr.	24a
	Assemble and take down motor equipment and machinery, under direction of chief assembler.			
	1 Carpenter	1	Appr.	8c
	2 Machinists	2	Appr.	61
	Under direction of sergeant machinist, operate shop machinery and machine and hand tools.			
	6 Assistant Motor MechanicsAuto repairman, general Substitute: Auto mechanic, engine. Repair and adjust equipment under direction of chief	6	Appr.	24g
	motor mechanic.			
	1 Painter	1	Appr.	13c
	1 Radiator RepairmanAuto mechanic, radiator Substitute: Sheet metal worker, tinsmith, coppersmith, or solderer. Repairs motor radiators under direction of chief radiator	1	Appr.	24r
	repairman.	1	Annn	0.4+
	1 Tire RepairmanRubber worker, tire repairer Substitute: Rubber worker, tire repairer, vulcanizer. Under direction of sergeant tire repairman, repairs tires	1	Appr.	946
	and tubes of motor vehicles, including general vulcanizing.			
	4 Auto Mechanics, Transmission and AxleAuto mechanic, chassis. Substitute: Auto mechanic, assembler; auto repairman, general.	4	Appr.	24ch
	Assist in dismantling, overhauling, and assembling transmissions and axles.			
	1 Welder	1	Appr.	96a
	Assists in welding iron, steel, and aluminum parts of motor equipment by oxy-acetylene or oxy-hydrogen process.			
	D. COURS.			

10 D			
12 Privates:			
7 Laborers	7	Appr.	16g
2 Assemblers	2	Appr.	24a
Assemble and take down machinery and motor equipment under direction of chief assembler.			
1 Blacksmith	1	Appr.	7g
1 Motor Mechanic	1	Appr.	24g
Repairs motor equipment under direction of chief motor mechanic.			
1 Mechanic, Transmission and Axle. Auto mechanic, chassis. Substitute: Auto repairman, general; auto mechanic, assembler.	1	Appr.	24ch
Takes down, overhauls and assembles transmission and axles under direction of chief transmission mechanic.			

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y Table No. 355
(Tables of Organization No. 355 and 356.)
Main Group.—Civilian occupations most nearly corresponding to qualifications indicated by Tables

						. ,
	Total Unit.	Appr.	112 16 16 16 17 18 18 18 18 19 19 19 10 10 10 10 10 10 10 10 10 10 10 10 10	687		
anization. it.	Total	Jour.	451 552 51 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2	505	1189	1194
Unit.	arters a	Appr.		60		
ed by tax	Headquarters 355-a	Jour.		2	5-1	9
па пильса с	Group.	Appr.	82 82 44 4 70 82 88 444 H4H44	171		
dammente	Total Group.	Jour.	ত্ৰৰৰত্ব ৰাত <u>তেৰত তে</u> ৰৰ্ষৰৰ <u>তে</u> ৰ তেৰ	125	296 1	297
up.	on (x4)	Appr.	V V-1	42		
Group.	1 Section 356	Jour.	4	31	73	73
100	lquarters 355-b	Appr.		3		
	Headquarters 355-b	Jour.		1	4-1	5
Group. Group.	Occupational Specialists.		Auto nechanic, carburetor (24 g) Auto mechanic, carburetor (24 c) Auto mechanic, radiator (24 r) Auto mechanic, radiator (24 r) Backsmith, general (7 g). Backsmith, wheelwright (7 w). Carpenter, carriage (8 c). Caterer (40 ca). Clerical worker, general (38 g). Clerk, payroll (38 p). Clerk, payroll (38 p). Clerk, payroll (38 p). Clerk, payroll (16 g). Electrician, general (16 g). Inspector, motorcycle (24 i) Laborer, general (16 g). Machinist, lathe operator (6 l). Mechanic, general (6 g). Motorcycle, repairman (24 mo). Painter, carriage (13 c). Rubber worker, tire repairman (94t). Sheet metal worker, tire repairman (94t). Sheotekeeper (18 s). Typist (39 t). Upholsterer and trimmer (103). Welder, gas expert (96 a).	Totals: main group	Occupational specialists	Totals enlisted

SERVICE PARK UNIT

(Tables of Organization No. 360)

Service Park Units will be assigned, as required, to combatant organizations, organizations, stations and service of supply as required, and will be attached at the rate of three service park units for each division.

Army title set in boldface type followed on the same line by the corresponding civilian occupation, the number of men, the degree of skill and the occupational symbol.

On the next line appears the suggested substitute occupation.

Then follows the description of army duties.

supervises repairs to unit property.

Sergeants, First Class:			
1 General Foreman	1	Jour.	24i
Supervises the repair of the motor equipment of the unit.			
2 Moter MechanicsAuto repairman, general Substitute: Auto mechanic, engine, assembler or engine block tester.	2	Jour.	24g
Responsible to general foreman for the repair of motor equipment, and efficiency of the repair shop. Direct work of assistant mechanics.			
1 Electrical and Carburetor Expert Electrician, automobile, general Substitute: Auto mechanic, magneto; electrician,	1	Jour.	24eg
general (expert). Is responsible for condition and proper functioning of the electrical apparatus and carburetors of motor equipment. Directs all work thereon.			
1 Machinist	1	Jour.	6g
Has charge of all shop machines, machine tools and machine work. Directs work of assistant machinist.			
1 ClerkTypist Substitute: Clerical worker, general.	1	Jour.	39t
Prepares unit reports, returns, and correspondence; maintains records of repairs.			
1 Inspector	1	Jour.	24i
Inspects all motor equipment, specifies repairs to be made. Inspects and tests equipment on completion of repairs.			
1 Supply and Property SergeantStockkeeper Substitue: Merchant.	1	Jour.	18s
Keeps unit property and supplies and parts necessary to repair of motor equipment; provides for replenish- ing these stores; issues same and keeps account thereof;			

Service Repair Unit—Continued.

6 Sergeants:			
3 Motor MechanicsAuto repairman, general Substitute: Auto mechanic, engine, assembler or engine block tester.	3	Jour.	24g
Repair and adjust motor equipment under the direction of sergeants, first class.			
1 Blacksmith	1	Jour.	7 g
1 Welder	1	Jour.	96a
1 Motorcycle MechanicMotorcycle repairman Substitute: Auto repairman, general. Repairs and adjusts motorcycles. Directs work of assistant.	1	Jour.	24mo
5 Corporals:			
1 Radiator RepairerAuto mechanic, radiator Substitute: Sheet metal worker, tinsmith, copper- smith or solderer.	1	Jour.	24r
Repairs motor radiators. Directs work of assistant.			
1 Tire RepairerRubber worker, tire repairer Substitute: Rubber worker, tire repairer, vulcanizer. Repairs tires and tubes of motor vehicles, including general vulcanizing. Directs work of assistant.	1	Jour.	94t
1 Carpenter and Painter. Auto mechanic, chassis (with experience as painter). Substitute: Blacksmith, wagoner or wheelwright; carpenter, general. Repairs and paints bodies and running gear of motor vehicles. Directs work of assistant.	1	Jour.	24ch
1 Motor Car Driver	1	Jour.	22a
1 Supply and Property Clerk	1	Appr.	18s
1 Cook	1	Jour.	40c
10 Privates, First Class:			
3 Assistant Motor MechanicsAuto repairman, general Substitute: Auto mechanic, engine, assembler or road tester.	3	Appr.	24g
tcoul.			

Service Repair Unit-Continued.

Privates, First Class—Continued.			
Repair and adjust motor equipment under the direction of sergeant, first class. Drive trucks when park is moved.			
1 Assistant Machinist	1	Appr.	6g
Operates machine and hand tools in machine shop work under the direction of chief machinist.			
1 Assistant Blacksmith	1	Appr.	7g
Does general blacksmith and forge work under direction of sergeant blacksmith.			
1 Assistant Welder	1	Appr.	96a
Welds iron, steel and aluminum parts by oxy-acetylene or oxy-hydrogen process. Assists sergeant welder.			
1 Assistant Radiator Repairer . Auto mechanic, radiator Substitute: Sheet metal worker, tinsmith, copper- smith or solderer.	1	Appr.	24r
Repairs motor radiators. Assists corporal radiator repairman.			
1 Assistant Tire RepairerRubber worker, tire repairer Substitute: Rubber worker, tire repairer, vulcanizer.	1	Appr.	94t
Repairs tires and tubes of motor vehicles, including general vulcanizing.			
1 Assistant Carpenter and Painter Auto mechanic, chassis (with experience as painter). Substitute: Blacksmith, wagoner or wheelwright; carpenter, general.	1	Appr.	24ch
Repairs and paints bodies and running gear of motor vehicles. Assists corporal carpenter.			
1 Driver	1	Jour.	23t
Drives and makes emergency repairs to truck. In transporting material sees that cargo is properly loaded and lashed, and is responsible for its safe delivery.			
5 Privates:			
2 Assistant Motor MechanicsAuto repairman, general Substitute: Auto mechanic, engine, assembler, or engine block tester.	2	Appr.	24g
Repair and adjust motor equipment under the direction of sergeant, first class.			
1 Assistant Motorcycle Mechanic Motorcycle repairman Substitute: Auto repairman, general.	1	Appr.	24mo
Repairs and adjusts motorcycles under direction of sergeant, motorcycle mechanic.			
2 Laborers Laborer, general Perform duties of kitchen police and assist in moving heavy loads.	2	Appr.	16

SERVICE PARK UNIT

Main Group.—Civilian occupations most nearly corresponding to qualifications indicated by Tables of Organization.

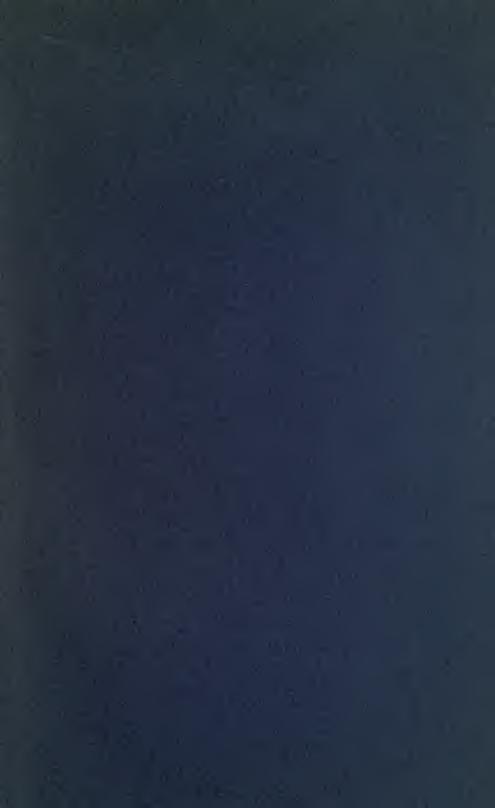
Occupational Specialists.	Jour- ney- man.	Apprentice.	
Auto mechanic, chassis (24 ch) Auto mechanic, radiator (24 r). Auto repairman, general (24 g). Blacksmith, general (7 g). Chauffeur, auto (22 a). Chauffeur, heavy truck (23 t). Cook (40 c). Electrician, auto general (24 eg). Inspector, motor vehicles (24 i). Laborer (16). Mechanic, general (6 g). Motorcycle repairman (24 mo). Rubber worker, tire repairer (94 t). Stockkeeper (18 s). Typist (39 t). Welder, gas expert (96 a).	1 5 1 1 1 1 2 1 1 1	1 1 5 1 2 1 1 1 1	
Totals: Main group	20	15	
Occupational specialists		35	
Total enlisted			











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